

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF # 46-7-103**

<b>CLASSIFICATION TITLE</b> Accountant Trainee	<b>OFFICE/BRANCH</b> Financial Office/Accounting	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Payables Accountant	<b>POSITION NUMBER</b> 311-001-4179-005	<b>EFFECTIVE</b> 7/28/2015

**GENERAL STATEMENT:**

Under the close supervision of the Accounting Administrator I and with technical direction given by lead accounting staff, the incumbent will learn and assist in the accounting activities of the California High-Speed Rail Authority (Authority) following all applicable State, Federal and organizational rules regulations and procedures.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- |         |  |
|---------|--|
| 30% (E) | <ul style="list-style-type: none"><li>• Learn to analyze, prepare and post approved final cost reports. Assemble claim schedules, transmittal and coding sheets for payment. Examine project cost records, contracts, audit reports, other accounting data and monitor the status of payments. Ensure expenditures are charged correctly to the authorized appropriation and proper fiscal year.</li></ul> |
| 20% (E) | <ul style="list-style-type: none"><li>• Prepares and maintains spreadsheets, and calculates payments from multiple appropriations, funds and programs. Works directly with program and budget management when new programs are implemented and/or functions are addressed.</li></ul>   |
| 15% (E) | <ul style="list-style-type: none"><li>• Provides information as requested to management and/or outside agencies using available data obtained from internal Authority sources. Interpret accounting procedures utilizing the State Administration Manual, State Government Code and Statutes, Federal Rail Administration and internal operations manuals.</li></ul>                                       |
| 10% (E) | <ul style="list-style-type: none"><li>• Learns to prepare year end accruals and other various year end reports, when appropriate.</li></ul>  |
| 10% (E) | <ul style="list-style-type: none"><li>• Utilizes MS Office, in order to process travel claims, the incumbent will audit travel claims for compliance with SAM rules by checking for the following: proper approvals; correct fiscal year; coding; calculations; proper back-up documentation.</li></ul>  |

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- 10% (E)
  - Utilizes automated payment systems, with nightly updates to FI\$Cal, in order to ensure timely payment of invoices for assigned clients; audits invoices for compliance by checking for proper approvals, correct fiscal year, coding, calculations, proper back-up documents, etc.
- 5% (E)
  - Other duties as required including, but not limited to: compiling, logging and pick-up documents or packages for the unit.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

### **DESIRABLE QUALIFICATIONS:**

- Must have an understanding of the State's Uniform Accounting system and financial organization and procedures; policies, rules and regulations of the Legislature, State Controller, State Treasurer, and other state control agencies.
- An understanding of the state budget process, SAM, Government Code, statutes and other legal requirements that govern the Authority.
- Must be able to interpret Federal guidelines on cost accounting principles and procedures; SAM guidelines related to full cost recovery of State expenditures.
- Must be able to interpret and implement changes required by legislation or directives and relate impact of changes on current procedures and requirements.
- Ability to learn to analyze projected results and compare with actual processed results and trends to determine causes and reasons for any differences or to verify accuracy of record.
- Ability to learn to perform critical analyses of accounting transactions is required, to ensure the Authority's financial operations are not jeopardized. Careful and complete analysis of all data is required to ensure that accurate status is recorded and reported.

- Ability to communicate effectively, both orally and in writing, to both working and management levels.
- Ability to exercise responsibility in carrying out duties related to the accounting activities of administrative and support divisions.
- Knowledge of the State accounting process and strong CALSTARS knowledge and skills.
- Knowledge of the Year End process and GAAP and reporting requirements.
- Ability to multi task and proficient with computer and software applications including Microsoft Excel and Word.

### **SUPERVISION RECEIVED FROM OTHERS**

The Accountant Trainee is supervised by the Accounting Supervisor (Accounting Administrator I).

### **SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise other employees.

### **PUBLIC AND INTERNAL CONTACTS:**

Within the Authority, communicates with all levels of personnel. Outside the Authority, the incumbent communicates primarily with State Controller's Office, FI\$Cal, and Department of Finance. These contacts will be verbal or written, as needed, to perform assignments.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The consequences of failure to correct problems and/or follow all applicable policies, procedures and rules could result in non-compliance with SAM and loss of federal funds available for reimbursements.

### **PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another. May be required to lift/move/carry various types of portable equipment around the work site or when out in the field.

### **WORK ENVIRONMENT:**

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While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors around traffic or at elevated heights and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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